

March 30, 2012

Update for **Interim Adoption Process** regarding Information for Vulnerable Sector Verification

The Police Information Check Unit is currently consulting and reviewing the Adoption Process in regards to the Vulnerable Sector Verification. You will note in our document we sent out to our MOU Agencies on March 29, 2012 and what is posted on the Calgary Police Website at: <http://www.calgarypolice.ca/community-policecheck.html> contains the following information:

Are Vulnerable Sector Verifications performed for adoptive parents?

Adoption is not considered employment or volunteer as it does not fall under the Vulnerable Sector Verification mandate.

When fingerprints are taken by an accredited third party provider for the purpose of Adoption as part of the adoption agency process for a certified Canadian Criminal Record Check, the Vulnerable Sector search is conducted automatically by CCRTIS. The results, however, will not indicate a vulnerable sector search has been conducted. The CCRTIS **automatically** conducts a search of the fingerprints against the pardoned sex offender database due to the safety and well-being of children. (See 6.3 of the Criminal Records Act.)

Calgary Police Information Check Unit will provide a **name-based** Police Information Check **without** the Vulnerable Sector search being completed. This will be noted on the certificate letter the applicant receives from Calgary Police Service.

Until such time as the review is complete; an **interim** procedural process for the Adoption Process will be:

Calgary Police Information Check Unit will provide a name-based Police Information Check which **will include** the Vulnerable Sector being completed. Should an individuals' information result in a possible 'hit' to a Vulnerable Sector Verification record search they will need to make an appointment and attend our office for fingerprint submission and follow the 'Police Information Check Follow-up Information and Instruction for a Vulnerable Sector Verification' document.

The Police Information Check Unit will send individuals' prints to Ottawa RCMP under a civil process as they do not fall under a paid or volunteer position. The fee required is \$25 to search for adoption purpose. This fee goes to the Receiver General for Canada – Consolidated Revenue Fund which is audited.

Under a civil process, the fingerprints will get sent electronically to Ottawa RCMP for a Criminal Record Check and a search against the Pardoned Sex Related database. Results will get sent back to Calgary Police Service by Canada Post in a hardcopy document. Results will not be sent back electronically; as we do for paid and volunteer positions, as it is currently a different process under Ottawa RCMP procedures. The Police Information Check Unit will send back to the individual a Police Information Check certificate letter along with the results of the vulnerable sector verification upon completion. The onus is on the applicant to provide the documentation they receive from the Police Information Check Unit directly to the agency.

We will advise and update our documentation upon conclusion of the Adoption Process review and will advise our stakeholders accordingly.

This interim process will meet the needs of individuals adopting and we thank you for your understanding during this transition and review period.

If you should have any further questions regarding this interim process, please contact the Police Information Check Unit at (403) 428-2052 or email cps-picunit@calgarypolice.ca